



Approved May 21, 2008

Capitol Region Watershed District

1410 Energy Park Dr., Suite 4 St. Paul, MN 55108

Phone: (651) 644-8888 Fax: (651) 644-8894 www.capitolregionwd.org

Meeting Minutes of the Capitol Region Watershed District (CRWD) Board of Managers, for **Wednesday, May 7, 2008, 6:00 p.m.** at the office of the CRWD, 1410 Energy Park Drive, Suite 4, St. Paul, MN 55108.

I. Call to Order at 6:00 p.m. (President, Robert Piram)

A) Attendance

Robert Piram
Joe Collins
Seitu Jones
Mike Thienes
Marylyn Deneen

Others Present

Mark Doneux, CRWD
Bob Fossum, CRWD
Anna Eleria, CRWD
Elizabeth Storey, CRWD
Forrest Kelley, CRWD
Dawn Nelson, CRWD
Mike Moriarity, St. Bernard's
Sean Skibbie, St. Bernard's

David MacMillan,
Ramsey County Attorney
Todd Shoemaker, Wenck
Brett Emmons, EOR, Inc.
Pat Conrad, EOR, Inc.
Camilla Correll, EOR, Inc.
Jerome Wagner, CAC
Rebecca Forman, CAC
Danielle Waldschmidt,
St. Bernard's

B) Review, Amendments and Approval of the Agenda

Manager Piram asked for additions or changes to the agenda. Administrator Doneux requested moving Elizabeth Storey's Action Items F through I to follow permits. Ms. Storey has a District 7 Community Council meeting to attend.

Motion 08-05-01: *To approve the May 7, 2008 Agenda as amended.*

Deneen/Thienes

Unanimously Approved

II. Public Comment – For items not on the Agenda.

No Public Comments.

III. Permit Applications

A) Permit # 07-004 Home Depot Permit Transfer and Extension (Kelley)

Forrest Kelley said Permit #07-004 The Home Depot was approved with 3 conditions on May 2, 2007. The permit has not been issued and the project has not broken ground. The permit was approved by the Board for the original applicant, The Home Depot. In June of 2007, the intent of the applicant was to transfer the permit approval to the owner of the property, RK Midway, LLC. District staff informed the applicant of the requirements for this process. A letter was drafted by the project engineer, Westwood Professional Services (attached), but was never signed and submitted to complete the transfer. Permits approved by the Board are valid for one year from the approval date. If the approved activity has not commenced within this time period, the permit is null and void. The Board may grant permit extensions for up to one year upon request of the applicant. The applicant submitted a letter requesting an extension of the permit upon the assumption that the permit transfer had already occurred. The landowner, RK Midway, LLC, wishes to transfer and extend permit 07-004 in the case that a tenant can be found to occupy the building as proposed. Staff recommends that the transfer and extension be approved with the condition that if the plans are changed, the applicant may be required to submit a new permit application with the appropriate fees. Manager Jones asked how likely is it that someone will want the same design that Home Depot proposed. Mr. Kelley said it is not known but Home Depot has requested to keep the option open. Manager Piram requested changing the

word “may” in condition 3 to read “will” require submittal of a new permit application. Attorney David MacMillan said either word would be acceptable. Manager Jones said he is concerned about setting a precedent of transferring permits and asked Mr. MacMillan his opinion. Mr. MacMillan said there is nothing stated in the Rules that say a permit can not be transferred. Manager Thienes stated that he thought it was a reasonable request. Mr. MacMillan suggested adding language to state the determination of a new permit application was at the discretion of the Board. The Board concurred with that change.

Motion 08-05-02: *Approve the requested permit approval transfer from The Home Depot to RK Midway, LLC with the following condition.*

1. *Receipt of the required signatures from both the transferor and the transferee.*

Approve the requested one year permit approval extension with the following conditions.

1. *Existing permit conditions shall be satisfied by RK Midway, LLC before the permit is issued*
2. *Changes to the approved plans shall be submitted to the District.*
3. *Revised plans will require submittal of a new permit application and associated fees at the Board’s discretion.*

Thienes/Collins

Unanimously approved

B) Permit # 07-019 The Winnipeg Permit Amendment (Kelley)

Forrest Kelley reviewed CRWD Permit #07-019, The Winnipeg Apartments. Mr. Kelley stated that the Applicant is SPARC, the Engineer is Rani Engineering and the project is construction of two three-story mixed use commercial and residential buildings, parking lots and stormwater management facilities. The project is located along Rice Street, on both sides of Winnipeg Avenue in St. Paul. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 1 acre of disturbed area, 0.93 acres of total impervious surface and the proposed stormwater management is a green roof. Staff recommends tabling with three conditions. The Board and staff discussed the specific conditions of the revised permit.

Motion 08-05-03: *Table permit # 07-019 The Winnipeg Permit Amendment subject to three conditions.*

1. *Receipt of amended maintenance agreement.*
2. *Revise the south building or emergency overflow elevation to provide the necessary freeboard. The predicted 100-year high water level of the south parking area is 154.0. The proposed first floor elevation of the south building is 155.5. The emergency overflow elevation is 154.98 in the alley northeast of the parking area. At least one foot of freeboard between the low floor and the emergency overflow elevations or two feet of freeboard between the low floor and 100-year elevations must be provided.*
3. *Provide calculations to demonstrate 90% TSS removal for the site.*

Jones/Thienes

Unanimously approved

C) Permit # 08-005 Rice Street McDonalds (Kelley)

Forrest Kelley reviewed CRWD Permit # 08-005 Rice Street McDonalds. The applicant is McDonald’s USA, LLC, the Engineer is Landform. The project is demolition and reconstruction of a McDonald’s restaurant and installation of stormwater BMPs. The project is located at 1535 Rice Street, south of Hoyt Avenue. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 1.02 acres of disturbed area, 0.75 acres of proposed impervious surface and the proposed stormwater management is an underground filtration structure. Mr. Kelley said the stormwater standards for rate and water quality are met. The volume control standard is not met. Alternative compliance sequencing has been requested due to poor soils across the site.

Mr. Kelley said the flooding and erosion control standards are met. The staff recommendation is to approve the permit with five conditions.

Motion 08-05-04: *Approve permit # 08-005 Rice Street McDonalds subject to five conditions.*

1. *Receipt of \$3,750 surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Revise the proposed Triton system and outlet design to ensure rate control is provided.*
 - a. *Alternatively, provide documentation from the City showing that there is adequate capacity in the downstream system to accommodate the additional discharge.*
 - b. *Revise the proposed HydroCAD model for the Triton system to correspond with Sheet C7.4. The model indicates a 4.5" orifice plate is to be installed on the 8" outlet pipe. However, the 4.5" orifice plate is not shown on Sheet C7.4.*
4. *Specify the type of sand to be used in the 12" between the drain tile and aggregate storage bed on sheet C7.4. The Minnesota Stormwater Manual recommends clean AASHTO M-6 or ASTM C-33 concrete sand.*
5. *Revise text locations on sheet C4.1 of CB#3, manhole #4, and the detail 5 label on C7.3 so they do not overlap.*

Deneen/Collins

Unanimously approved

D) Permit # 08-013 United Children's Hospital (Kelley)

Forrest Kelley reviewed CRWD Permit # 08-013 United Children's Hospital. The applicant is McGough Construction, the Engineer is Paramount Engineering. The project is expansion of the United Children's Hospital, new entrance lanes and stormwater management facilities. The project is located at 333 Smith Avenue near Grand Avenue in St. Paul. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 2.0 acres of disturbed area, 1.36 acres of proposed impervious surface and the proposed stormwater management is underground Stormfilter filtration vault and storage pipes. Mr. Kelley said the stormwater standards for rate, water quality and volume control are met. Mr. Kelley said the flooding and erosion control standards are also met. The staff recommendation is to approve the permit with four conditions.

Motion 08-05-05: *Approve permit # 08-013 United Children's Hospital subject to four conditions.*

1. *Receipt of \$6,800 surety and maintenance agreement.*
2. *Complete the "materials list" and "site design data" tables related to the Stormfilter on sheet C-4.*
3. *Revise pipe sizes into the 9-foot diameter pipes on sheet C-2. CBMH 106 has two inlet pipes that have a greater capacity than the outlet pipe. [The inlet pipes are an 18" (or 12") and a 12" with a 15" outlet pipe.] Additionally, clarify the northeast inlet pipe; it is labeled as both an 18" and 12" pipe.*
4. *Add a cross-section of the "control structure" to clearly show the weir and the 3-inch x 8.5-foot opening.*

Collins/Jones

Unanimously approved

E) Permit # 08-014 Rice Street Bridge (Kelley)

Forrest Kelley reviewed CRWD Permit # 08-014 Rice Street Bridge. The applicant is Ramsey County Public Works, the Engineer is St. Paul Public Works. The project is removal and replacement of Rice Street bridge over the BNSF Railroad and reconstruction of bridge approaches. The project is located on Rice Street between Ivy and Cottage Avenues. The applicable rule is Erosion Control (Rule F). Mr. Kelley said this project has 1.38 acres of disturbed area, 0.95 acres of proposed impervious surface. Mr. Kelley said there is no stormwater management; Rule C is not applicable to bridges. Mr. Kelley said the stormwater

standard is not applicable. The erosion control standards are met. The staff recommendation is to approve the permit with no conditions. Manager Collins stated that this project has been delayed one year.

Motion 08-05-06: *Approve permit # 08-014 Rice Street Bridge subject to no conditions.*

Deneen/Collins

Unanimously approved

F) Permit # 08-015 J & J Distributing (Kelley)

Forrest Kelley reviewed CRWD Permit # 08-015 J & J Distributing. The applicant is J & J Distributing, the Engineer is Westwood Professional Services. The project is installation of filtration basin to comply with CRWD rules for paving completed without a permit. The project is located at 653 Rice Street, south of the BNSF railroad. The applicable rules are Stormwater Management (Rule C), Erosion Control (Rule F) and Floodplain Management (Rule D). Mr. Kelley said this project has 1.68 acres of disturbed area, 1.68 acres of proposed impervious surface and the proposed stormwater management is installation of one filtration raingarden. Mr. Kelley said the stormwater standards for rate, water quality and volume control are met. Mr. Kelley said the flooding and erosion control standards are also met. The staff recommendation is to table the permit with nine conditions.

Motion 08-05-07: *Table permit # 08-015 J & J Distributing subject to nine conditions.*

1. *Receipt of surety and maintenance agreement.*
2. *Submit a copy of the NPDES permit application.*
3. *Provide documentation that discharge from the basin is acceptable to the adjacent property owner, or demonstrate that discharge from the basin is directed to a public conveyance system.*
4. *Provide permanent stabilization for the basin overflow. Currently, a basic erosion control mat is proposed. Riprap or a specific turf reinforcement mat should be specified since the outlet will be used for the 2-, 10-, and 100-year storm events.*
5. *Provide permanent stabilization at the 6-inch pipe outlet.*
6. *Provide erosion control at the perimeter of the basin (between the 847 and 850 contours) to prevent sedimentation into the basin during construction.*
7. *Increase the top of the berm from 850.5 to 850.8. This will provide at least 0.5 feet freeboard between the 100-year high water level and the top of the berm.*
8. *Label the 100-year elevation (850.3) on the grading plan.*
9. *Demonstrate that adequate access to the filtration basin is provided for maintenance activities. Relocation of the fence between the parking lot and basin may limit access and prevent maintenance activities (weeding, planting, replacement of soil mixture, etc.).*

Thienes/Collins

Unanimously approved

G) Permit Program/Rules Update (Kelley)

Mr. Kelley said the next meeting will have two permits on the agenda; the City of St. Paul and Highland Park High School.

IV. Special Reports – Public Meeting – Stormwater Pollution Prevention Program (Eleria)

Ms. Eleria explained that because CRWD owns and operates the Trout Brook Interceptor Sewer (TBI), the District is a regulated operator of a small municipal separated storm sewer system (MS4). The Capitol Region Watershed District (CRWD) is required to prepare and submit by June 30th an annual report of activities and accomplishments associated with its stormwater pollution prevention program (SWPPP). In addition, CRWD must solicit public comment on the SWPPP and hold an annual public meeting to present the SWPPP activities known as best management practices (BMPs) and the accomplishments made each year. Ms. Eleria said at the April 2, 2008 Board of Managers meeting, the managers approved a public comment period for the SWPPP and scheduled a presentation of the SWPPP for today. Announcements of

the public meeting were published in the Saint Paul Pioneer Press and a couple of local newspapers as well as on several Saint Paul district planning council websites. The public comment period is from April 7 - May 9, 2008. Information about the Trout Brook storm sewer system, the SWPPP, including a link to the draft 2007 annual report, and general stormwater information was made available on the CRWD website. Ms. Eleria said staff presented the 2007 SWPPP BMPs to the Citizen's Advisory Committee at the April 9th meeting and solicited their comments. Overall, the SWPPP was well-received by the CAC who only provided two suggestions for the SWPPP. Ms. Eleria said in January 2008, CRWD contacted MPCA and learned that although the permit has not yet been reviewed, CRWD is required to implement the SWPPP as submitted and accomplish the outlined goals and activities including preparation of an annual report of progress made-to-date and solicitation and consideration of public input on the SWPPP. CRWD has prepared the draft SWPPP 2007 Annual Report, which summarizes work conducted by CRWD to meet the stormwater program's measurable goals. CRWD now seeks to obtain comments on CRWD's SWPPP after one full year of its implementation from the Board of Managers as well as the general public. Ms Eleria said the Stormwater Pollution Prevention Program (SWPPP) is a comprehensive and solid management tool for improving water quality. Ms Eleria said the Trout Brook Stormwater is considered an MS4 and a state discharge system. Staff has applied for a 5-year, general stormwater discharge permit. The goals are to reduce discharge of pollutants; protect and improve water quality and comply with water quality requirements of the Clean Water Act. Ms Eleria said the SWPPP has Six Minimum Control Measures (MCM); public education and outreach; public involvement and participation; illicit discharge detection and elimination; construction site runoff control; post-construction stormwater management and pollution prevention/good housekeeping. Ms. Eleria added that the Annual Report needs to be submitted by June to the MPCA. Ms Eleria said proposed revisions to the SWPPP include discontinuing the annual Como Lake Water Festival and replace with smaller, individual environmental education events. The Impaired Waters Review Process includes identifying waters impaired by TBI; delineate subwatersheds and storm sewers; evaluate water quality, hydrology, land use and other information of TBI that may impact impaired water and determine changes to SWPPP to minimize impacts. Manager Piram asked about increasing our illicit discharge monitoring. Ms. Eleria said it could be added on to existing monitoring program. An additional analysis would be required at the lab.

Public Comment – For Stormwater Pollution Prevention Program (SWPPP)

President Piram asked if there was a member of the public in attendance wishing to comment our SWPPP. There were no public comments made at the meeting.

V. Action Items

A) Approve Minutes of the April 16, 2008 Meeting (Nelson)

Manager Piram asked for a motion to approve the April 16, 2008, Regular Meeting Minutes.

Motion 08-05-08: *Approve Minutes of the April 16, 2008 as presented.*

Jones/Thienes

Unanimously approved

B) Approve Minutes of the April 22, 2008 Meeting (Doneux)

Manager Piram asked for a motion to approve the April 22, 2008, Special Meeting Minutes.

Motion 08-05-09: *Approve Minutes of the April 22, 2008 as presented.*

Deneen/Thienes

Unanimously approved

C) Adopt Strategic Plan (Doneux)

Administrator Doneux said the Board of Managers met at a Special Meeting on April 22nd to review the final draft Strategic Plan with Barbara Deming of Management, Analysis and Development (MAD). Changes

discussed at that meeting have been incorporated into the Final Strategic Plan. Administrator Doneux said staff will add graphics and photos to improve the appearance and readability of the plan; distribute copies to the Board, Staff, CAC, partners and participants; and review implementation plans during 2009 Work Plan development.

Motion 08-05-10: *Adopt CRWD Five Year Strategic Plan.*

Thienes/Deneen

Unanimously approved

D) Approve Contract Extension with Barr Engineering for Trout Brook Interceptor Storm Sewer Issue #1 – Maryland Avenue Repair Feasibility Study (Eleria)

Ms. Eleria said Barr Engineering and Veit Inc, its subcontractor, have had difficulty conducting the work inside the Trout Brook Storm Sewer Interceptor as part of the feasibility study for the repair at Maryland Avenue and I-35E. The remaining field work entails removing sediment and controlling water in the tunnel to inspect the invert for defects and conduct a survey of the tunnel elevations and centerline. Conducting all of these tasks require three to five continuous days of base flow conditions in the tunnel for safety purposes. Over the past month and a half because of significant snowmelt and frequent rainfall, water levels and flows in the tunnel have been for the most part too high. Ms. Eleria said the contract deadline has now passed, and Barr is requesting a one-month contract extension to June 2, 2008 and at which time, the draft feasibility study report will be submitted.

Another issue Ms. Eleria explained is the need to keep the project on schedule and meet the desired construction goal. To do this CRWD staff and Board of Managers need to begin planning for the next phase of the project – preliminary design and engineering of the selected repair option. The first step is to determine how to select a consultant. Ms. Eleria asked the Board to consider two options: 1) extend the contract with Barr Engineering to conduct the next phase of the project since they are most familiar with the tunnel conditions and the surrounding area, which will allow seamless transition to the next phase and expedite the project; or 2) solicit proposals from all interested parties and convene the RFP committee to review and recommend a firm for final approval by the full Board, which could take one and a half months to complete. Ms. Eleria said authorization from the Board to commence the design and engineering phase and approve the preferred consultant should be given no later than the June 18th meeting. Manager Thienes asked if Barr had the capability to do this work and if the Board should reconvene the RFP committee. Administrator Doneux stated this was done recently with the selection of Barr in January. It was the general consensus of the Board that Barr Engineering would conduct the next phase but would grant formal approval at the June 4th Board Meeting.

Motion 08-05-11: *Approve the contract amendment to extend the Trout Brook Feasibility Study deadline from May 1, 2008 to June 2, 2008*

Collins/Jones

Unanimously approved

E) Approve Web Site Consultant Agreement (Eleria)

Ms. Eleria said CRWD staff would like to redesign the website and improve its appearance, functionality, organization and usefulness for visitors to the site. The existing website, which has been well maintained in-house, no longer adequately meets the growing communication and education needs of the District's programs and projects including the Trout Brook stormwater pollution prevention program, the education and outreach program and the 2010 watershed management plan. The objectives of the redesign are to clarify the District's target audiences and the vision and objectives of the website; improve navigation of the site with a better organized, user-intuitive site architecture; create an updated, appealing design that reflects the identify and work of the District; provide for broad accessibility within the site; improve and supplement the existing website content; create new web pages for recent District initiatives; and increase traffic to the

site. In mid-April, a website committee, comprised of four staff members, prepared and disseminated a request for proposals (RFP) for website redesign services. The RFP outlined the purpose and objectives of the project, the available funding amount, the project deadline and necessary elements to include in the proposal submittal. Eight firms submitted a proposal outlining their qualifications and interest in redesigning CRWD's website. Staff reviewed proposals based on the following criteria; 1) experience including work with local governments and non-profits; 2) quality of previous design work; 3) feedback from previous clients; 4) cost. CRWD staff agreed that one firm, Thunder Communications, is the preferred designer because of their design qualifications, low cost and initial ideas for improving the District's website.

Motion 08-05-12: *Authorize the Board President to enter a contract agreement with Thunder Communications to redesign the District's website, which is subject to the following condition:*

- 1. Review and approval of the contract by the Assistant Ramsey County Attorney.*
- 2. Authorize the Administrator to approve a contract amendment for additional design work, if deemed necessary, with the final total contract not to exceed \$3,500.*

Thienes/Deneen

Unanimously approved

F) Approve Olson Stewardship Grant (Storey)

On April 8, 2008, CRWD received a Stewardship Grant application from Margaret Olson for a raingarden to be located at her home at 1324 Niles Avenue in St. Paul. The proposed raingarden will be 100 ft² with a drainage area totaling approximately 1,000 ft². During a 1" rain event the garden will infiltrate approximately 83 ft³ of runoff. Staff recommends approval of funding for the Olson raingarden not to exceed \$600.00.

Motion 08-05-13: *Approve the Olson Stewardship Grant raingarden project with reimbursement funding not to exceed \$600.00 subject to the following conditions:*

- 1. The CRWD and Margaret Olson must approve and enter into Cooperative Agreement;*
- 2. Any changes to raingarden plans must be approved by the CRWD; and*
- 3. All conditions must be met and the project completed within one year after project approval.*

Thienes/Collins

Unanimously approved

G) Approve St. Bernard's School Stewardship Grant (Storey)

On April 2, 2008, CRWD received a Stewardship Grant application from Jeff Maurer and Nichole Eck of St. Bernard's School for a raingarden to be located on school property at 170 Rose Avenue West in St. Paul. The proposed garden space is approximately 550 ft² receiving runoff from a 3,000 ft² drainage area. During a 1" rain event the raingarden will infiltrate approximately 250 ft³ of runoff. Staff recommends approval of funding for the St. Bernard's raingarden not to exceed \$1,760.00. This includes site preparation materials; mulch; plant material; and the cost of erosion control products that will reduce solids entering the garden. Mike Moriarity, Citizen's League/St. Bernard's School said the students put together the grant application.

Motion 08-05-14: *Approve the St. Bernard's School raingarden project with reimbursement funding not to exceed \$1,760.00 subject to the following conditions:*

- 1. The CRWD and St. Bernard's School must approve and enter into Cooperative Agreement;*
- 2. Any changes to raingarden plans must be approved by the CRWD; and*
- 3. All conditions must be met and the project completed within one year after project approval.*

Collins/Jones

Unanimously approved

H) Approve Schmidt Stewardship Grant (Storey)

On April 23, 2008, CRWD received a Stewardship Grant application from Rusty Schmidt for three raingardens to be located on his property at 594 Wheelock Parkway West in St. Paul. The proposed raingardens will total 510 ft² with a drainage area totaling approximately 2256 ft². During a 1” rain event the garden will infiltrate approximately 188 ft³ of runoff. The gardens are oversized to capture 382 ft³. Staff recommends approval of funding for the Schmidt raingardens not to exceed \$1,380.00

Motion 08-05-15: *Approve the Schmidt Stewardship Grant raingardens project with reimbursement funding not to exceed \$1,380.00 subject to the following conditions:*

1. *The CRWD and Rusty Schmidt must approve and enter into Cooperative Agreement;*
2. *Any changes to raingarden plans must be approved by the CRWD; and*
3. *All conditions must be met and the project completed within one year after project approval.*

Jones/Thienes

Unanimously approved

I) Approve Twin Cities Academy Stewardship Grant (Storey)

On April 24, 2008, CRWD received a Stewardship Grant request to fund a litter and bottled water education project from a 10th grade Environmental Studies class at Twin Cities Academy, a St. Paul charter school located at 426 Osceola Avenue in St. Paul. The classroom is an Eco Education Urban Stewards partner led by teacher Liz Scheidel. Eco Education’s Urban Stewards is a service-learning program for 5th through 12th grade students in core city neighborhoods. The program encourages students to initiate and lead their own environmental improvement projects. Teachers and Eco Education staff serve as facilitators who connect out-of-classroom experiences to the curriculum. This project involves fifteen 10th graders who have chosen bottled water education as their environmental improvement project. The students will host a booth at St. Paul’s Grand Old Day on June 1, 2008, and create booth signage. With the involvement of Faith Krogstad of Eco Education and CRWD staff, the students will also create education messages about environmental impacts of bottled water, most notably the presence of bottle litter in street runoff. In exchange for entrance into periodic raffles for a shiny, new, aluminum water bottle, students will engage participants in a trivia game and solicit pledges for refrain from bottle water use. Staff recommends approval of the Twin Cities Academy bottled water education project not to exceed \$820.00.

Motion 08-05-16: *Approve the Twin Cities Academy bottled water education project grant request with reimbursement funding not to exceed \$820.00 subject to the following conditions:*

1. *The CRWD and Twin Cities Academy – St. Paul Public Schools must approve and enter into Cooperative Agreement;*
2. *All litter abatement education messages will be reviewed by CRWD staff; and*
3. *All conditions must be met and the project completed within one year.*

Deneen/Jones

Unanimously approved

Ms. Storey said she attended the dress rehearsal for the International Academy LEAP open house that is May 8th. Ms. Storey shared photos with the Board. Ms. Storey said the students who have written the play have gone on field trips with her to the St. Anthony Outlet and to the St. Paul Regional Water Services.

J) Approve James Cotner to the Citizen’s Advisory Committee (Doneux)

On April 28, 2008 the CRWD received an application from Mr. Cotner with a request to become a member of the Citizen Advisory Committee. Mr. Cotner lives in the Como neighborhood. Mr. Cotner is a professor at the University of MN with a PhD in limnology. Mr. Cotner has 20 years experience in water quality issues and sits on the Como District 10 Safety Committee.

Motion 08-05-17: *Appoint James Cotner to the Citizens Advisory Committee.*

Thienes/Jones

Unanimously approved

VI. Unfinished Business

A) Draft Work Plan for Watershed Management Plan (Fossum)

Bob Fossum opened the discussion with a review of the work leading up to this point and the schedule to complete the Work Plan. On March 5, 2008 the District concluded the consultant selection process by selecting EOR, Inc. to assist the District in completion of the 2010 WMP. At the March 19, 2008 Board meeting, the Managers reviewed the WMP Work Plan Adoption Schedule as follows: late March, early April staff and EOR, Inc. develop draft workplan and scope, April 22nd draft scope and workplan reviewed with the Board, May 7th revised scope, workplan and budget reviewed with the Board, and May 21st Board approves revised scope, workplan and budget.

Staff are currently working with EOR, Inc. in developing the scope, workplan and budget for the District to complete the 2010 WMP. District staff and EOR, Inc. have completed a draft scope and work plan for review. The scope of work details all of the tasks associated with the project including the public involvement process and the project schedule. Mr. Fossum reminded the Board this Work Plan is for review, comment and to provide staff and EOR direction on the WMP Workplan.

Mr. Fossum first reviewed the Public Involvement process. Camilla Correll of EOR, Inc. stated that not all of the Diversity Groups are regular participants with District Councils and an additional process was needed to involve diverse groups into the process. Mr. Fossum continued with a review of the detailed scope of work. Ms. Correll said the changes discussed at the April 22nd meeting have been incorporated in the draft project budget. Manager Piram noted that he did not feel anything was missing from the workplan.

Staff reviewed the draft budget for the 2010 WMP. The Board and staff discussed the difference between the 2007 WMP 2010 estimate and this quote from EOR, Inc. Staff noted that a significant portion of the increase was due to increase public involvement and concurrent studies. Manager Jones stated he felt that a more in-depth public involvement was warranted because of the population and diversity of the District. Manager Thienes was concerned about the increase over the 2007 estimate. Manager Collins stated he felt the budget was in line with the scope of work. Administrator Doneux stated that some of the concurrent studies could be funded through the existing 2008 budget. Manager Thienes asked staff to identify and prioritize items that could be removed or reduced from the work plan to scale it back the costs similar to the 2007 estimate. Staff discussed reviewing the draft workplan with the CAC on May 14th and the specific items to bring back to the Board at the May 21st meeting. The Board thanked staff and EOR, Inc. staff for their work.

B) Lake McCarrons Shoreline Restoration Project Update (Eleria)

Ms. Eleria said the Ramsey Conservation District and Capitol Region Watershed District (CRWD) are hosting a Lake McCarrons Shoreline Restoration Project Kick Off meeting May 15 beginning at 6:30 at the Roseville Armory.

C) Loeb Lake Management Plan Update (Eleria)

Ms. Eleria said at the April 16, 2008 Board of Managers' meeting, the Board approved the selection of Wenck Associates for completing the development of the Loeb Lake Area Management Plan. CRWD staff contacted Wenck Associates offering them the project and requesting a letter of interest that confirms their desire to perform the work. In addition, a scope of work of the tasks, deliverables, budget and schedule for the project was requested from Wenck Associates. Wenck Associates submitted a letter dated April 30, 2008 expressing their interest and staff availability for the project. CRWD anticipates receiving and reviewing

their scope of work and meeting with Wenck Associates by the end of May. Upon review by CRWD staff, the scope of work will be submitted to the Board for their comment and final approval.

D) Como Lake Subwatershed Study Update (Fossum)

Mr. Fossum said at the March 5, 2008 Board meeting the Managers approved the scope and budget for the McCarrons Subwatershed 4 analysis with EOR, Inc. and the scope and budget for the Como Subwatershed 3 analysis with H.R. Green Company. Mr. Fossum said Joel Peterson left H.R. Green to take a job at the Board of Water and Soil Resources (BWSR). Mr. Peterson was included in the District's contract with H.R. Green as one of the primary staff members to complete the Como 3 subwatershed analysis. Furthermore, Mr. Peterson's presence in H.R. Green's proposal was a significant factor in selecting them to complete the study. Mr. Fossum said District staff have meet with H.R. Green and determined a revised staffing compliment that still includes Mr. Peterson at about 60% of his original involvement. Staff believes this will be sufficient to complete the study successfully. The project is still on schedule and on budget.

VII. General Information

A) Administrators Report (Doneux)

Administrator Doneux said St. Paul Parks and Recreation hosted a Grand Re-opening at the 3rd and 11th fairways at the Como Golf Course last Friday, May 2nd.

VIII. Wednesday, May 21, 2008 Regular Meeting Agenda Review

IX. Adjournment – The meeting was adjourned at 8:30 p.m. by consensus.

Respectfully submitted,

Dawn M. Nelson